

6 FAH-6 H-600 EMPLOYEE SELF-DEVELOPMENT

6 FAH-6 H-610 GENERAL

(TL:AQM-1; 11-20-2003)
(Office of Origin: A/OPE)

6 FAH-6 H-611 BACKGROUND

(TL:AQM-1; 11-20-2003)

a. The Federal Acquisition Reform Act and OFPP Letter 92-3, paragraph 4e, require the Department to have an acquisition career management program that encourages employee self-development activities. The purpose of this policy is to enable acquisition professionals to improve their knowledge of acquisition and to enhance their professional development.

b. To implement this policy, information about job-related training during off-duty hours is provided below. Heads of contracting activities (HCAs) should publicize this information to acquisition professionals. Supervisors and managers should encourage employees to take advantage of this opportunity, and achievements by supervisors in this area are worthy of recognition in performance ratings.

6 FAH-6 H-612 TUITION REIMBURSEMENT PROCEDURES

(TL:AQM-1; 11-20-2003)

a. The FSI Extension Studies program will fund up to \$850 per course per quarter for direct-hire employees who take off-duty training courses which are job-related, subject to FSI/NFATC funds availability and the equitable distribution of external training funds. Interested employees should submit Form SF-182, *Request, Authorization, Agreement and Certification of Training*, to FSI/NFATC (Office of the Registrar) through normal channels. Requests should be submitted as early as possible in the fiscal year to have a better chance of receiving funding.

b. Training courses requested may not duplicate training offered at FSI/NFATC unless the FSI/NFATC course is filled and the requesting office considers the training critical. The only reimbursement is for tuition. Books,

materials, and other fees are not covered by FSI/NFATC, but may be funded by the employee's bureau.

6 FAH-6 H-613 EQUIVALENCY TRAINING

(TL:AQM-1; 11-20-2003)

Several commercial concerns offering U.S. Government contracting courses have been approved as sources of competency-based acquisition training by FAI. Each of these sources offer a variety of courses equivalent to some of the Department of State required training under 6 FAH-6 H-300 and 6 FAH-6 H-500. Since the list of approved training sources is constantly changing, interested employees should consult FAI's internet home page. Other job-related courses may be eligible for tuition reimbursement as well.

6 FAH-6 H-614 THROUGH H-619 UNASSIGNED